

STEPS TO TAKE FOR AN INJURED EMPLOYEE

First download the CA-1 Form from the site listed below and provide to your injured employee.

<http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>

IMPORTANT NOTICE ABOUT MEDICAL AUTHORIZATION: A CA-16 FORM (AUTHORIZATION FOR MEDICAL TREATMENT), IS PROVIDED TO THE EMPLOYEE FOR INITIAL MEDICAL CARE WITHIN THE FIRST 48 HOURS OF INJURY. PLEASE CONTACT CPAC FOR FORM. THIS AUTHORIZATION IS FOR SERVICE PROVIDED BY A PRIVATE PHYSICIAN TO INCLUDE SERVICE BY BAMC. IF EMPLOYEE IS A MILITARY DEPENDANT - ENSURE THE EMPLOYEE INFORMS BAMC HIS/HER INJURY IS A WORK RELATED INJURY AND SHOULD BE SEEN AS AN EMPLOYEE NOT A MILITARY DEPENDANT.

After employee returns his/her portion of the report to you, please go to the following URL and input the information to include the supervisor's portion of the CA1.

https://lear.cpms.osd.mil/static_java_edu_sup.html

NOTE: IF YOU ARE UNABLE TO ACCESS THIS SITE, CONTACT YOUR IT SPECIALIST AND INSTALL THE REQUIRED SOFTWARE ON YOUR COMPUTER.

While inputting information into this URL, keep in mind that ALL WHITE FIELDS are mandatory, YELLOW FIELDS are optional, you will not have access to GRAY FIELDS. If you input information into any YELLOW FIELD, ensure you have all the required information. For telephone numbers and dates, use digits only (no dash, no space i.e., 2102211337). For tour of duty, use civilian time (i.e., 4:30PM). Dates will default to today's date, you must change accordingly. Keep in mind that if the employee elects COP in Block 15 of the CA1, you can not charge the employee leave for any time lost within the first 45 calendar days of the injury. This is provided that the employee brings us medical documentation to support the time off. Your Time and Attendance Clerk should be advised how to correctly code the injured employees time card during this period.

The Civilian Personnel Advisory Center (CPAC) must maintain the original signatures of the CA1 on file. You can either bring the original to CPAC, Bldg 144 or put in distribution/mail. Due to sensitive information contained on the CA1 or CA2 we recommend someone hand-deliver to CPAC. Our address is: CIVILIAN PERSONNEL ADVISORY CENTER
ATTN: WORKERS COMPENSATION PROGRAM
1410 STANLEY ROAD, STE B STOP 22

FORT SAM HOUSTON, TX 78234-5022

Please feel free to call either myself or Luisa Garcia, 221-1337 for assistance. We are here to assist both you and your employee.

WHO TO CONTACT:

Rosie Cardenas Miller
Injury Compensation Program Administrator (ICPA)
Civilian Personnel Advisory Center
Fort Sam Houston, TX

Luisa Garcia
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